

NEW DEALER APPLICATION CHECK LIST ✓

All application forms must be neatly printed in blue or black ink or typed. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.

A. WHEN SUBMITTING YOUR APPLICATION, PLEASE PROVIDE:	✓
A copy of your Business License.	
A copy of your State Board of Equalization Resale Permit.	
A copy of your Fictitious Name Statement.	
A copy of your rental or lease agreement.	
If applying as a Corporation, a copy of the Statement of Officers, stamped by the Secretary of States Office, will be required if the corporate officers on this application differs from their current records.	
If applying as a Limited Liability Company, please provide a copy of the Limited Liability Company Articles of Organization, LLC-1.	
B. FORMS REQUIRED:	✓
Application for Occupational License, Part A (OL 21A)	
Personal History Questionnaire, Part B (OL 29) <i>Required for each person listed on the ownership structure of the business.</i>	
Application for Occupational License, Part C (OL 12)	
Dealer Surety Bond of Dealer or Lessor/Retailer (OL 25), OR OL 65/94 with the Cash Bond, OR OL 64/65 with the passbook or certificate of deposit	
Certificate of Appointment (<i>on reverse side of surety bond</i>)	
Authorization To Release Financial Information (OL 53)	
Request For Live Scan Service Receipt (DMV 8016) <i>Required for each person listed on the ownership structure of the business.</i>	
Zoning Verification for Vehicle Dealers License (OL 902)	
Certificate of Proposed Franchise (OL 124) <i>New Auto/Commercial and Motorcycle dealers only. An OL 124 is required for each line.</i>	
Letter of Authorization <i>New trailer and RV dealers only. A Letter of Authorization is required for each line.</i>	
C. IMPORTANT INFORMATION:	✓
An Inspector will issue permits and supplies to operate only after all requirements are fulfilled, the background check performed is clear, and your location has been inspected and approved.	

Detailed information and instructions in completing and submitting applications are found in the pamphlet, "How To Complete An Application For A Dealer License", OL 248.